

CHANGE NOTICE FOR MANUAL

DATE: FEBRUARY 15, 2017

MANUAL: Chapter IV: Child Placement and Payment System

CHANGE NO: 02-2017

TO: COUNTY DIRECTORS OF SOCIAL SERVICES / HUMAN SERVICES

ATTENTION: CHILD WELFARE PROGRAM MANAGERS & SUPERVISORS
CHILD WELFARE SOCIAL WORKERS

RE: Revision to Chapter IV: Child Placement and Payment System
regarding Foster Care 18 to 21.

EFFECTIVE: Immediately

I. BACKGROUND | CHANGE INTENT

The Child Placement and Payment System (CPPS) Manual has been updated to incorporate the changes needed for the implementation of Extended Foster Care (Foster Care to 21). The specific changes for Extended Foster Care are listed in Section II of this notice.

The CPPS system has been updated to capture the information shown in Section II for Extended Foster Care as well as information on Human Trafficking, Runaway, and Non-Family Placement Settings for children in care. The CPPS manual was previously updated to include the material for Human Trafficking, Runaway, and Non-Family Placement Settings (See CWS-CN-02-2015 <https://www2.ncdhhs.gov/info/olm/manuals/dss/csm-10/chg/CWS-CN-02-2015.pdf>), however the changes had not been made to the system at that time.

The changes related to Human Trafficking, Runaway, and Non-Family Placement Settings required the creation of multiple new fields in the CPPS system. For this reason, an updated [DSS-5094](#) has been created, as well as a continuation page, the DSS-5094c. Both these forms are available on the DSS forms website.

A User's Guide has been created to assist when keying new DSS-5094 and DSS-5094c forms into CPPS. The User's Guide differs from the CPPS manual in that it provides more detailed instruction on the navigation between screens rather than the valid values for each field. A copy of the User's Guide is attached to this change notice.

II. SPECIFIC CHANGES

The changes listed in this section of this Change Notice are only those in reference to the changes for Extended Foster Care (Foster Care to 21). As previously mentioned, the changes for Human Trafficking, Runaway, and Non-Family Placement Settings have already been incorporated into the CPPS manual.

- Section II – DSS-5094 Form – Design and Function, Subsection D – Placement Authority, Field 19 – Type of Authority (pg.11)
 - Codes 09 (CARS) and 11 (Transfer in from another NC county where placement was originally a VPA) will no longer be used.

- Code 12 (Voluntary Placement Agreement for Extended Foster Care Services (FC to 21) is added.
- Section II – DSS-5094 Form – Design and Function, Subsection D – Placement Authority, Field 23 - Termination Reason (pg.13)
 - Code 15 (Termination of Voluntary Placement Agreement for Extended Foster Care Services (FC to 21) is added.
- Section II – DSS-5094 Form – Design and Function, Subsection F – Permanent Plan, Field 34 (pg.17)
 - The following codes are added to be used with Extended Foster Care:
 - 12 – Completing secondary education or a program leading to an equivalent credential
 - 13 – Enrolled in an institution that provides postsecondary or vocational education
 - 14 - Participating in a program or activity designed to promote, or remove barriers to employment
 - 15 -Employed for at least 80 hours per month
 - 16 - Incapable of completing the education or employment requirements due to a medical condition or disability
- Section II – DSS-5094 Form – Design and Function, Subsection I – Living Arrangement, Field 45 – Type (pg.26)
 - Code 77 (College/University Dormitory) is added.
 - Code 78 (Semi-supervised Independent Living Arrangement) is added.
 - Instruction on valid Living Arrangement Codes for Extended Foster Care is added.
- Section II – DSS-5094 Form – Design and Function, Subsection I – Living Arrangement, Field 49 – Facility ID Number (pg.29)
 - The following Facility ID codes are added to be used with Extended Foster Care when the youth is not residing in an otherwise licensed placement:
 - Z00001 – Payment is made to the youth who has signed the Voluntary Placement Agreement for Extended Foster Care Services (FC to 21)
 - Z00002 - Payment is made to the landlord of the youth who has signed the Voluntary Placement Agreement for Extended Foster Care Services (FC to 21)
 - Z00003 – Payment is made to an unlicensed person that the youth who has signed the Voluntary Placement Agreement for Extended Foster Care Services (FC to 21) is residing with
 - Z00004 – Payment is made to the school or university that the youth who has signed the Voluntary Placement Agreement for Extended Foster Care Services (FC to 21) is attending
 - Z00005 - Payment is made to another living arrangement of the youth who has signed the Voluntary Placement Agreement for Extended Foster Care Services (FC to 21)

III. INSTRUCTIONS

Go to the Child Placement and Payment System Manual website at:
<https://www2.ncdhhs.gov/info/olm/manuals/dss/csm-15/man/>

OBSOLETE	USE
Child Placement and Payment System Manual (January 2017) page 12	Child Placement and Payment System Manual (February 2017) page 12
Child Placement and Payment System Manual (January 2017) page 14	Child Placement and Payment System Manual (February 2017) page 14
Child Placement and Payment System Manual (January 2017) page 18-45	Child Placement and Payment System Manual (February 2017) page 17-45

If you have any questions regarding the policy related to these changes, please contact Erin Baluyot at 919-527-6369. Questions regarding the keying of these new fields should be addressed to the Performance Management Section. They may be reached at 919-527-6260.

Sincerely,



Kevin Kelley, Section Chief
Child Welfare Services